

ARTICLE V

GRIEVANCE, ARBITRATION, COMPLAINT AND DISCIPLINARY PROCEDURES

12. Informal Dispute Resolution (IDR)

a. Purpose

To resolve disputes through an informal "meet and confer" process at the lowest possible level all performance related matters not addressed in Article XIV, Section 65, Performance Standards and Appraisals.

b. Definition

(1) The IDR is a dispute resolution process by which an employee's chosen CAHP Representative acts on behalf of the employee utilizing the "meet and confer" process to informally resolve adverse written findings of a citizens' complaint investigation or any adverse comments on performance documents (i.e., CHP 100 forms, Memorandums of Direction, Correction or Findings, Censurable Incident Reports, etc.).

(2) A "CAHP Representative" refers to an employee designated as a CAHP Representative or a paid staff member.

c. Time Limits

Each party involved in the dispute shall act quickly so the dispute is resolved promptly. However, with mutual consent of the parties, time limits for any step may be extended.

d. Presentation

The affected employee does not have the absolute right to attend the "meet and confer" session but may be allowed to participate if the Commander allows.

e. IDR – Level I

(1) An employee's chosen CAHP Representative may request to "meet and confer" with the Area/Section Commander over written comments considered adverse to the employee's performance.

- (a) This discussion must occur within 21 calendar days of the issuance of the written comments.
- (b) Within 21 calendar days of the "meet and confer," the Area/Section Commander shall render a decision to the CAHP Representative.

f. IDR – Level II

(1) If the dispute is not resolved with the decision rendered by Level I, the dispute may be elevated by the employee or the Area Representative to the employee's CAHP District Director. The District Director may request to "meet and confer" with the appropriate Division Commander over written comments considered adverse to the employee's performance.

- (a) This discussion must occur within 21 calendar days of the Area/Section Commander's decision.
- (b) Within 21 calendar days of the Level II "meet and confer," the Division Commander shall render a decision to the CAHP District Director.

g. IDR – Level III

(1) If the Director and/or affected employee is not satisfied with Division response, he/she may request that the item be placed on a formal "meet and confer" agenda, scheduled between the CAHP and the Office of the Commissioner.

- (a) This discussion must occur within 21 calendar days of the Division Commander's Decision.
- (b) Within 21 calendar days of the Level III "meet and confer," the Office of the Commissioner shall render a decision to the CAHP.

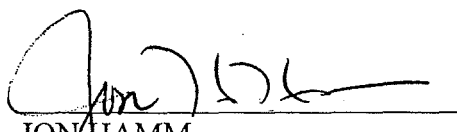
(2) An employee may withdraw a dispute at any time. The employee shall not file any subsequent disputes on the same alleged incident.

(3) Level III shall be considered the last level of appeal.

h. Response

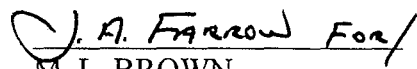
Failure to comply with the time limits of this procedure by either party shall render the IDR null and void.

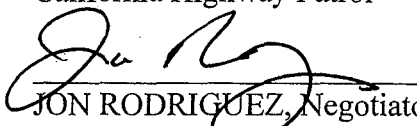
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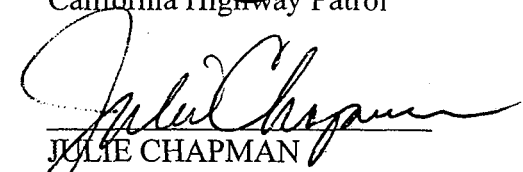

JON HAMM
Chief Negotiator

4/4/05
Date

STATE OF CALIFORNIA


M. L. BROWN
Commissioner
California Highway Patrol


JON RODRIGUEZ, Negotiator
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